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## Requirements for the dissertation and essay

- 1. Writing an essay can be divided into several stages: Problem statement thinking planning writing checking improving writing
- 2. PREPARATORY STAGE2.1. Any essay (essay) depends on three interrelated components, such as:

the source material that you intend to use (notes from reading literature, lectures, recording the results of discussions, your own thoughts and accumulated experience on this issue); quality of processing of the available source material (its organization, reasoning and arguments); the argument (how accurately does it compare to the issues raised in your essay).

2.2. Outlining, especially when reading, is a strategic intellectual skill and discipline (rather than a mechanical summary process). Why?

When taking notes, you pay attention (after making an appropriate decision) to those points that are key (both a theoretical or general argument, and an empirical argument or a case study of a specific issue).

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Outlining, you select relevant material and develop your understanding of theoretical positions and or empirical arguments (that is, what kind of facts either confirm a certain position, or refute it).

It should be noted that when reading some texts you take more notes than others because they will be useful to you in further work or have more relevance to the problem you are interested in, and or are more interesting and or more informative with theoretical or empirical points of view. Then the read material is divided by you into one that is of greater and lesser interest to you for the reasons given above.

We offer you the following note-taking method: divide your notebook into two columns. On the left you make a summary of the material you are reading, and on the right (at the same time or later) you carry out a comparative analysis of the contents of this outline with other facts that you previously read, heard (in lectures), which you discussed (in the class tutorials or in an informal setting), as well as with your own comments and criticisms of the text you are reading. In other words, you use your notes to build a cross-reference, based on your own considerations, formulations, data, as well as including your own comments on the statements of others.

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## 2.3. What to read? How much to read?

There is a certain conditional relationship between the quality and amount of reading material: how you read and how much you read. In general, it is better to read less, but better than read more and worse. For the latter leads to misunderstanding, misjudgment and destruction of the connection between argumentation and facts.

This means that a very important point is the choice of material for reading: for each specific topic you should first read two or three key articles or chapters of books, 8 of which, for example, provide a clear conceptual framework or theoretical reasoning, and or provide comprehensive empirical data (and, as far as possible, the most recent data), and or a wide range of literature on this topic is considered and evaluated. Such a strategic reading will initiate the formation of some key landmarks on the topic (including various interpretations and discussions), which will serve as some foundation for the direction and development of your further reading. [Outline of training courses and teacher consultations will assist you in finding material for subject reading].

Depending on the subject matter, it is very important to include in the reading list one or two case studies (case studies) that have the opposite point of view. Effective use of thematic materials and data will help you to avoid the typical mistake of over-summarizing the material in your essay (see below).

## 2.4. Preparing to write an essay

Usually the questions and tasks that are posed to you in the process of writing an essay require analytical answers, i.e. the search for an explanation: why something happens (for what reason) and how it happens (processes, mechanisms), and the answer does not require a simple description of the facts or a summary of what others have said. Naturally, the facts along with the available points of view on this issue are extremely important. Nevertheless, all this is only a part of the source material that you use when answering, but is not the answer to the question posed.

When you choose a question on any topic, before drawing up a plan for your answer, make sure that you carefully read and understand it correctly, because it can be interpreted differently, and to highlight it there are several approaches: therefore, you you will need to choose an interpretation or approach that you will follow, as well as be able to justify your choice